

**TOWN OF FRANKLIN**

**7 Meetinghouse Hill Rd., Franklin, CT 06254**

**PLANNING & ZONING COMMISSION APPLICATION**

APPLICATION NO. \_\_\_\_\_ (Assigned by Admin upon receipt of application fees) DATE: \_\_\_\_\_

**TOTAL APPLICATION FEES PAID \$** \_\_\_\_\_ ("fees" determined by Zoning Enforcement Officer (see below))

APPLICANT: \_\_\_\_\_ APPLICANT STATUS (circle): OWNER / AGENT OF OWNER / POTENTIAL BUYER

ADDRESS OF APPLICANT: \_\_\_\_\_

E-MAIL ADDRESS OF APPLICANT: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

ASSESSOR'S MAP# \_\_\_\_\_ LOT # \_\_\_\_\_ ZONE DISTRICT: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROPERTY OWNER \_\_\_\_\_

E-MAIL ADDRESS OF OWNER: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

EXISTING USE OF PROPERTY: \_\_\_\_\_

DESCRIPTION OF PROPOSED ACTIVITY: \_\_\_\_\_

**QUESTIONS**

1. IS PROPERTY LOCATED W/I 500 FT OF ADJOINING MUNICIPALITY? \_\_\_\_\_ TOWNS: \_\_\_\_\_
2. DOES YOUR ACTIVITY (DEFINED BELOW) REQUIRE CONTACTING ABUTTING PROPERTY OWNERS WITHIN 500 FEET? \_\_\_\_\_  
**(Please verify w/ Zoning Enforcement Officer)**
3. ARE ALL PROPERTY TAXES PAID TO DATE ON THIS PROPERTY?: \_\_\_\_\_

**ACTIVITY & FEES**

**THE TOWN OF FRANKLIN RECOMMENDS APPLICANT REQUEST PRE-APPLICATION MEETING**

- |                                                                                                                                    |                                                         |                                           |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Pre-application Meeting with Town Staff (Town Planner and Town Engineer AND/OR Zoning Enforcement Officer | \$100 per hour                                          | <b>** (1<sup>st</sup> hour no charge)</b> |
| <input type="checkbox"/> Public Hearing: (may be required and determined at a later date)                                          | \$350                                                   |                                           |
| <input type="checkbox"/> Zone Change Request:                                                                                      | \$525 (includes public hearing)                         |                                           |
| <input type="checkbox"/> Regulation / Text Change Request:                                                                         | \$525 (includes public hearing)                         |                                           |
| <input type="checkbox"/> New Subdivision Plans, without roads, plus Public Hearing                                                 | \$200 per proposed lot                                  |                                           |
| <input type="checkbox"/> Re-Subdivision Plans, without roads, plus Public Hearing                                                  | \$200 per proposed lot                                  |                                           |
| <input type="checkbox"/> New Subdivision Plans, with new roads, plus Public Hearing                                                | \$200 per proposed lot + \$2.00 per linear foot of road |                                           |
| <input type="checkbox"/> Revised Subdivision Plans, with new roads, plus Public Hearing                                            | \$200 per proposed lot + \$2.00 per linear foot of road |                                           |
| <input type="checkbox"/> Revised Subdivision Plans and/or Re-Subdivision with Public Improvements, with or without roads *         | \$200 per lot                                           |                                           |
| <input type="checkbox"/> New Commercial Site Plan, Special Permit, or Special Exception                                            | \$500 + \$100 per page                                  |                                           |
| <input type="checkbox"/> New Residential Site Plan, Special Permit or Special Exception                                            | \$100 per page                                          |                                           |
| <input type="checkbox"/> Revised Commercial Site Plan, Special Permit or Special Exception                                         | \$100 per page                                          |                                           |
| <input type="checkbox"/> Revised Residential site Plan, Special Permit or Special Exception                                        | \$100 per page                                          |                                           |
| <input type="checkbox"/> Renewals or Extensions (not requiring plan review):                                                       | \$25                                                    |                                           |
| <input checked="" type="checkbox"/> <b>ADD</b> Town Administrative fee                                                             | <b>\$ 10.00</b>                                         | With Application                          |
| <input checked="" type="checkbox"/> <b>ADD</b> State Administrative fee                                                            | <b>\$ 60.00</b>                                         | With Application                          |
| <input checked="" type="checkbox"/> <b>ADD</b> Decision Notice                                                                     | <b>\$150.00</b>                                         | With Application                          |

**TOTAL APPLICATION FEE \$** \_\_\_\_\_

**OVER →**

**NOTES TO APPLICANT**

1. Provide **SIX (6)** copies of application & supporting materials (including site plans)
2. Provide **COMPLETED** site plan checklist (attached)
3. Send PDF FILES of **“PROPOSED PLANS”** to: [zeo@frankinct.com](mailto:zeo@frankinct.com), & [landuse@frankinct.com](mailto:landuse@frankinct.com)
4. Approval of this application by the Planning & Zoning Commission indicates approval of the **SITE PLAN ONLY** and does not act as permission to proceed with construction. The Applicant must first obtain a Zoning Permit from the Zoning Enforcement Officer followed by a building permit from the Building Inspector **PRIOR** to the start of any construction.
5. Applicant is required to **FILE/RECORD** the approved Site Plan (Mylar) with the Town Clerk’s Office within 90 days after the expiration of the appeal period.

**PER TOWN ORDINANCE FOR PROCESSING APPLICATIONS – Administrative Staff Fees:**

**Cost to Review:** In the event the cost to review, evaluate, and process an application/site plans exceeds applicable fees set forth in the Town of Franklin Fee Ordinance, the applicant shall pay all reasonable additional costs incurred by the Town upon notification of such additional costs. Until additional costs are paid, the Town or agency or officer, thereof, may withhold the issuance of permits, the endorsement of maps or plans, and/or the release of any bond held.

**Checks:** Payable to “The Town of Franklin”: **\*APPLICATION FEES ARE NON-REFUNDABLE\*** (Includes State, Town, & App Fees)

**PER TOWN ORDINANCE FOR PROCESSING APPLICATION – Advertising & Consulting Fees:**

**Advertising:** The Town reserves the right to charge the applicant for advertising costs where the costs exceed the application fee that is normally used to pay for advertising.

**Consulting Services – (Site Inspections/E&S/Drainage Etc):** In accordance with the Town of Franklin Fee Ordinance on Processing Applications where it has been determined by the Agent or Commission that it must consult with experts to analyze, review, and report on areas requiring a detailed, technical peer review in order to assist the Agent or Commission in evaluating the effect of a proposal on the Town, the Agent or Commission may require the Applicant pay these costs. These fees will be paid to the Town for the Agent or Commission’s use prior to proceeding on the application based on a preliminary estimate from such experts, multiplied by 150%. Upon completion of technical review & a full accounting of the charges owed or paid, any excess funds will be refunded to the applicant.

**\*STATE FEES:** Per Connecticut General Statute-Section 22a-27j, an additional fee is to be added to all application fees for the Environmental Quality Fund.

**PROPERTY OWNER SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(if different from Property Owner)

**[COMMISSION USE ONLY]**

Date of Commission Receipt: \_\_\_\_\_ Hearing Required: YES / NO Hearing Start Date: \_\_\_\_\_

Date of Commission’s Action: \_\_\_\_\_ **APPROVED / DENIED**

Conditions of Approval, if any: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

**TOWN OF FRANKLIN**  
7 Meetinghouse Hill Road  
Franklin, CT 06254  
**PLANNING & ZONING COMMISSION**

**SITE PLAN / SUB-DIVISION APPLICATION CHECKLIST**

The following items provide a listing for the Applicant, Zoning Enforcement Officer, Town Planner, and Planning & Zoning Commission of requirements of a site plan.

Check each item as applicable to ensure required information is completed.

**SITE PLANS NOT CONTAINING REQUIREMENTS ON CHECKLIST MAY BE DEEMED "INCOMPLETE" BY COMMISSION**

- Site Plan Application Form fully completed
- Written Statement of Use
- Application Fee (Paid in Full)
- Six (6) copies of all maps, plans, and profiles conforming to Class A-2 Standards for surveys and Maps in the State of Connecticut The Site Plan Map shall be drawn at a scale of more than one inch equals 50 feet, showing the following:
  - The name of the site plan and the words "Franklin, Connecticut"
  - North arrow, scale, date of survey and legend with description of symbols and abbreviations
  - Designation of zoning district
  - Zoning compliance table
  - Locational key map at a scale no smaller than one inch equals 2000 feet
  - Approval block for the Franklin Planning & Zoning Commission
  - Approval block for the Franklin Board of Selectmen (where applicable)
  - Approval block for the Franklin Inland and Wetlands Commission (where applicable)
  - Approval block for "date of Completion of all Work:
- A statement subscribed by the site plan preparer that such preparer has read the Franklin Zoning Regulations, and that a site plan, in the preparer's opinion, meets requirements of these regulations
- Name of record owner
- Name of site plan applicant (if different from record owner)
- Licensed Professional Engineer and/or Licensed Land Surveyor with seal, signature, and registration number
- Soil scientist report and signature (where applicable)
- Property boundaries, dimensions, angles, bearings, and area (acres and square footage)
- Existing and proposed buildings (with dimensions)
- Building set-back lines based on appropriate zoning designation

- Driveways and sight lines demonstrations (including surface type and slope)
- Parking areas
- Wetlands and watercourses
- Tree lines and limits of clearing
- Stone walls
- Walkways and sidewalks
- Landscaping
- Buffer strips
- Water supply location
- Sewage disposal facilities
- Drainage features and structures
- Signs and lighting
- Existing and proposed grades. Contour lines at two foot intervals for sites 80,000 square feet or larger
- Flood zone limit
- Erosion and sediment control plan
- Footing drain for each proposed building
- Construction details for public improvements
- Impervious area coverage (commercial and industrial zoned parcels)

**The following written statement shall accompany the site plan application**

- Approval letter from Uncas Health District or their Designee that the proposed improvement is acceptable
- For a site plan fronting on Franklin roads, evidence that the applicant has submitted the proposed site plan to the Franklin Board of Selectmen for their review and comment
- For a site plan fronting on a State Highway, evidence that the applicant has submitted the proposed site plan to the Connecticut Department of Transportation, District II Office in Norwich for their review and comment
- Two copies of all storm drainage computations and supporting maps and charts
- Bond estimate for erosion control measures
- For a special exception on a list of all property owners within 500 feet of the area of the application